



STATE BOARD OF EQUALIZATION  
PROPERTY AND SPECIAL TAXES DEPARTMENT  
450 N STREET, MIC: 64, SACRAMENTO, CALIFORNIA  
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0064  
TELEPHONE (916) 445-4982  
FAX (916) 323-8765  
[www.boe.ca.gov](http://www.boe.ca.gov)

CAROLE MIGDEN  
First District, San Francisco

BILL LEONARD  
Second District, Ontario

CLAUDE PARRISH  
Third District, Santa Ana

JOHN CHIANG  
Fourth District, Los Angeles

STEVE WESTLY  
State Controller, Sacramento

April 15, 2003

JAMES E. SPEED  
Executive Director  
LTA 2003/030

TO COUNTY ASSESSORS AND INTERESTED PARTIES:

GUIDELINES FOR  
APPRAISER CERTIFICATION AND TRAINING

Staff in the Assessment Policy and Standards Division are beginning the development of Guidelines for Appraiser Certification and Training. The purpose of this project is to develop standards for processing of applications for appraiser certification and approval of training requirements.

To assist us in developing these guidelines, we are seeking input from interested parties. Enclosed is a listing of topics that staff currently intends to address in the guidelines. Please submit any comments or suggestions for content by April 29, 2003.

After suggestions are received, it is anticipated that the project will proceed as follows:

- Staff will distribute a draft of the guidelines the first part of June 2003. Interested parties will have until July 11, 2003 to submit proposed changes to the draft.
- Staff will meet with interested parties on August 13, 2003, to discuss proposed changes to the draft. Staff will distribute an agenda matrix prior to the meeting.
- Staff will submit an issue paper and other required documents for the October 15, 2003 Property Tax Committee meeting. The committee will hear discussion of any unresolved issues regarding the guidelines.

This letter and all future letters regarding this project will be posted to the Board's website at [www.boe.ca.gov/proptaxes/ptcwplan03.htm](http://www.boe.ca.gov/proptaxes/ptcwplan03.htm). If you have issues you would like included in the guidelines, please contact Ms. Nancy James at (916) 445-0208, [nancy.james@boe.ca.gov](mailto:nancy.james@boe.ca.gov) or Mr. Mark Nisson at (916) 324-0295, [mark.nisson@boe.ca.gov](mailto:mark.nisson@boe.ca.gov).

Sincerely,

/s/ David J. Gau

David J. Gau  
Deputy Director  
Property and Special Taxes Department

DJG:nj  
Enclosure

## TOPICS FOR INCLUSION IN GUIDELINES FOR APPRAISER CERTIFICATION AND TRAINING

Board staff has identified the following items to address in the guidelines:

- Administration of the appraiser certification program by the State Board of Equalization.
- Minimum requirements for temporary certification.
- Auditor-Appraiser qualifications.
- The certification examination.
- Appraiser Trainee-Appraiser Aide participation in the appraisal process.
- Participation of non-certified personnel in valuation activities.
- Advanced Appraiser Certification.
- Advanced Appraiser Certification Examination.
- Retention of appraiser certificate by a terminated or retired employee.
- Re-employment of a permanently certified appraiser.
- Appraiser training credit and course approval.
- Approval and determination of hours of credit.
- Appraiser certification revocation procedures.